King County	Department of Adult and Juvenile Detention All Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.09.010, **Use of Social Media**	Approved By:	Director John Diaz
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Purpose:
To establish guidelines for department members personal use of social media.

Policy: The use of social media by department members shall be in a responsible, professional, ethical, and lawful manner at all times. Postings that violate the DAJD Code of Conduct made whether on duty or off duty, will be investigated and could lead to discipline.

When using any social media department members should remain mindful that:

a. Third parties, including criminal defense investigators or attorneys may locate text and graphic postings containing name calling, profanity, fighting words, and/or gruesome language and use the content to impeach the credibility of department witnesses in a court case.
b. Even if you think your posting is "private," you may not own that content and the owner may change its status in the future or there may be a data breach. Social media privacy agreements are constantly changing and posts are always susceptible to "screen shots" or other forms of capturing content for dissemination.
c. Content that you post may be available long after you have forgotten about it.
d. Even if you think your posting can be viewed only by a limited group of "friends," those friends might share your content with third parties without your knowledge.
e. Posting personal information about yourself or your family may present a personal safety risk.
f. In some circumstances, endorsing a product or vendor may create an appearance of a conflict of interest.
g. Posting of vulgar or obscene expressions may constitute misconduct if there is a nexus to your job duties at DAJD.

References:
RCW: 43.101
State and federal laws
Local Ordinances
King County Personnel Guidelines

King County AEPs
King County Code of Ethics
Department directives
Department standard operating procedures (SOP)
Department policies: 1.01.012, Release of Information
1.03.008, Code of Conduct

Definitions:
Social Media: A form of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content (such as videos). This includes, but is not limited to, social networking sites such as (Facebook, Myspace), microblogging sites such as (Twitter, Instagram, Nixle), photo and video sharing sites (Flickr, YouTube), wikis (Wikipedia), blogs, and news sites (Digg, Reddit).
Confidential Information: Any information obtained in the performance of work duties for the County that is private, protected, or sensitive in nature.

A. Department members personal use of social media:

1. When using any social media, department members shall not:
    a. Access, view, or post to social media while on duty, except during approved breaks, and outside the view of inmates, visitors, vendors, or customers of the County.
    b. Post confidential information about any County internal and/or criminal investigation(s).
    c. Post confidential information about an active court case related to their employment with King County, where the poster is likely to be called as a witness.
    d. Post confidential information about inmates.
    e. Post confidential information about fellow employees relating to their employment with King County.
    f. Post confidential information about crime victims or victims of employee misconduct.
    g. Post content containing discriminatory or harassing language and/or images, in violation of King County Nondiscrimination and Anti-Harassment Policy.
    h. Post content containing language which could be considered bullying, or threatening behavior in violation of King County Workplace Violence Prevention Policy and DAJD Code of Conduct sections 1.00.051 and 1.00.110.
    i. Speak for the King County Department of Adult and Juvenile Detention (DAJD) without express written authorization from DAJD.
    j. Post any information or images that could adversely impact operational security of DAJD facilities.
    k. Conduct themselves in a manner that violates any state or federal laws, local ordinances, King County Personnel Guidelines, King County Code of Ethics, department directives, department SOP and/or department policy.
    l. Use their King County email address to register a personal account on social media.

2. Department members are encouraged to use official channels to raise complaints or concerns regarding their jobs or work environments.
3. Nothing in this policy is meant to prevent a department member from exercising their right to make a complaint of discrimination or other workplace misconduct, engage in protected union activities, or to express an opinion on a matter of public concern or related to protected political activity in a manner that does not unduly disrupt department operations.